



## Job Description

<b>Job Title:</b>	<b>Project Manager</b>
<b>Reports to:</b>	Systems and Service Delivery Lead
<b>Location:</b>	Devon Communities Together, Exeter
<b>Salary:</b>	£26,470 fte (£21,176 actual salary)
<b>Working Hours</b>	0.8fte (29 hours per week)

### Job Purpose:

The role of Project Manager is intended to be adaptable, to enable Devon Communities Together to respond flexibly to the evolving funding and programme context we work within.

- To work alongside other Devon Communities Together staff to deliver our key aims.
- Project Management and frontline delivery of a portfolio of projects
- To effectively engage communities in community development and regeneration processes (including for example: community led planning, community asset development, enterprise activities, the localism agenda etc.)
- Tendering for pieces of consultancy/fee paying work. Designing, drawing up contracts.
- Delivery of consultancy contracts ‘on brief, on budget, on time’.
- Delivery of small business / social enterprise advice and support across Devon’s communities.
- To represent and promote the work of Devon Communities Together at strategic level with our funders, potential funders, statutory bodies, business and voluntary sector organisations, partners and communities.

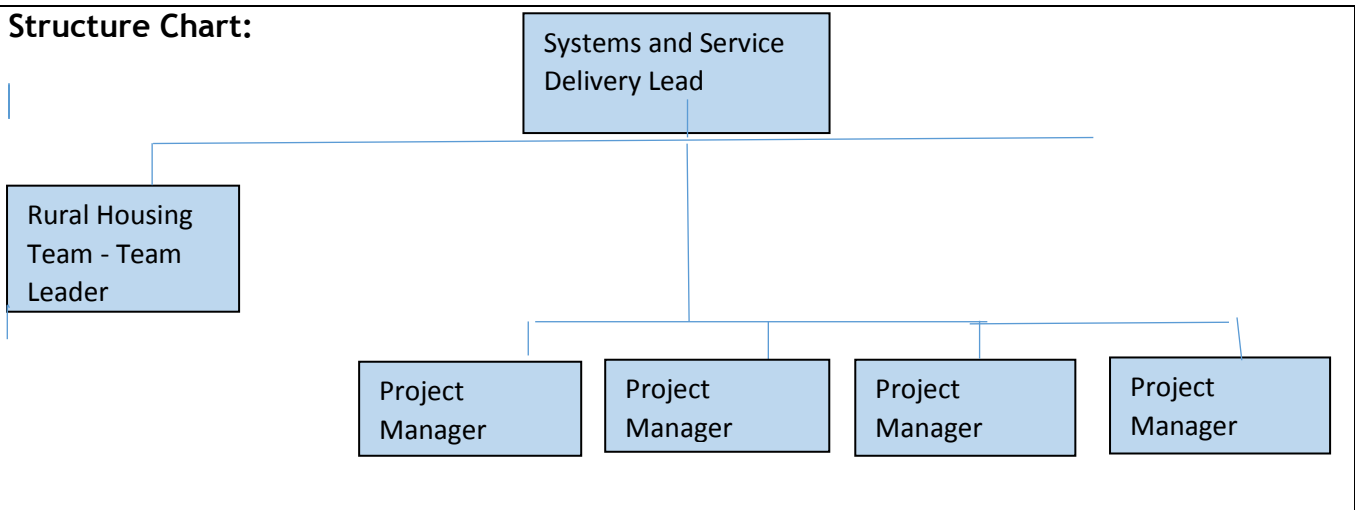
### Principle Duties and Responsibilities:

This is a generic description of the range of activities undertaken by Project Managers and not all elements would be included in an individuals work programme.

1. **Delivering our vision:** Working alongside other Devon Communities Together staff and external agencies in order to deliver the vision of dynamic communities shaping their own futures; addressing disadvantage, developing and improving the quality of life and vibrancy of communities.
2. **Community work and rural development:** To assist communities with community empowerment techniques and the assessment of local need to help foster economic regeneration. Including support for Community Led Planning, Neighbourhood Planning and Community Facilities (Community Buildings / leisure facilities / community shops etc.)

3. **Small Business / Enterprise support:** To build the capacity of entrepreneurs and communities to develop viable business enterprises and collaborative solutions to local needs, directly through the provision of information, support and training.
4. **Contract Delivery:** To deliver pieces of consultancy work. From designing and quoting to delivering the contract ‘on brief, on time and on budget’
5. **Project Development / Delivery:** To foster, and at times, to take a lead role in developing and front line delivery of community development and regeneration projects.
6. **Project Management:** Manage all aspects of project delivery including project budgets and other project staff as may be required.
7. **Staff Management:** Line management of other staff as may be required.
8. **Policy & Programmes:** To keep abreast of current issues, trends and developments, locally and nationally, which are relevant to the Job Role and likely to influence the work of Devon Communities Together.
9. **Representation:** To represent and promote the work of Devon Communities Together with our funders, potential funders, statutory bodies, business and voluntary sector organisations, partners and communities including representation on relevant bodies (e.g. Local Strategic Partnerships, Community Transport partnerships, Local Action Groups (LAGs), Rural and Farming Networks etc.).
10. **Technical Support:** To provide technical support to other public and voluntary sector agencies including the development of networks and forums to assist in the delivery of DCT activities.
11. **All Staff Duties:** To prepare and assist with marketing, reports, articles, and any Devon Communities Together promotional, monitoring and evaluation requirements. To attend staff and other internal meetings of Devon Communities Together as required.
12. **Other Duties:** To perform other duties relevant to the post as required by the Directors.

**Structure Chart:**



**Person Specification:**

Attribute	Essential	Desirable	Method of Assessment
<b>Management</b>	Extensive Project Management experience including budget management and reportage.	Managing/supervising project staff.  Managing community volunteers.	Application form / Interview / on-going performance management/CPD
<b>Experience &amp; Skills</b>	<p>Managing a complex and demanding workload.</p> <p>Proven ability to effectively engage and work with local communities.</p> <p>Development &amp; delivery of presentations and training courses</p> <p>Ability to work on own, organising your time so as to meet the external and internal deadlines</p> <p>Able to multi-task and respond positively to competing workloads</p> <p>Experience of managing information and report writing.</p> <p>Excellent communication skills, written and spoken</p>	<p>Rural community development experience.</p> <p>Developing and sustaining networks and partnerships</p> <p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Delivery of business advice (to small businesses and / or social enterprises).</li> <li>• Community Led Planning (e.g. Neighbourhood Planning)</li> <li>• Community Asset Development (e.g. supporting asset transfer)</li> <li>• Community inspired Health &amp; Wellbeing activities</li> <li>• Drafting project proposals / Negotiating contracts</li> <li>• Social Impact Measurement</li> </ul>	Application form / Interview / on-going performance management/CPD

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<p><b>Personal Attributes &amp; Qualities</b></p>	<p>An ability to work both in a team and on own initiative, as appropriate.</p> <p>A ‘can do’ attitude, highly organised and able to work autonomously.</p> <p>A particular interest and passion for some of the current areas of work identified in Job Description.</p> <p>Ability to relate well to a wide variety of people, to achieve consensus and resolve conflict.</p> <p>A concern for rural communities and the issues they face.</p> <p>Ability to travel around a large county for meetings and willingness to work some unsocial hours, mainly evenings, some weekends.</p>	<p>Ability to stay calm and solution focussed when faced with challenges.</p>	<p>Application form / interview / on-going assessment</p>
<p><b>Strategic Thinking</b></p>	<p>To keep abreast of current issues, trends and developments, locally and nationally, likely to influence the work of Devon Communities Together</p> <p>Identify strategic opportunities for DCT</p>	<p>Awareness of relevant agencies, voluntary sector networks and the legislative and policy frameworks.</p> <p>Good local knowledge of Devon, especially rural Devon.</p>	<p>Application form/ interview and on-going assessment</p>
<p><b>Education and Training</b></p>	<p>Degree level (or evidence of working at this level).</p>	<p>Project Management trained/qualified.</p>	<p>Application form / References /Certificates</p>

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		Qualified business / social enterprise advisor (e.g. SFEDI, ILM level 5) <b>or</b> Qualified housing / planning professional	
<b>Specialist Knowledge</b>	High level IT skills Sufficient to be self-supporting both in the office and remotely (Microsoft Office 365)	Specialist knowledge in one or more of the areas identified under Desirable Experience & Skills above  Charity Fundraising experience	Application form/ interview and continuous assessment
<b>Equal Opportunities</b>	Understanding and recognition of the principles of equality and diversity and a commitment to equality of opportunity		Application form/ interview and continuous assessment